

**CITY OF NORTHFIELD WORK SESSION  
SEPTEMBER 26, 2017**

At 6:03pm this meeting was called to order by Deputy Municipal Clerk Shannon Campbell. This meeting was properly advertised in the Press of Atlantic City in accordance with Public Law 75, Chapter 231.

**FLAG SALUTE**

The flag salute was led by Mayor Chau.

**ROLL CALL**

Present: Lischin, Murray, O'Neill, Perri, Travagline, Dewees  
Absent: Piergiovanni

**WORK SESSION TOPICS FOR DISCUSSION – OLD BUSINESS**

- Capital Ordinance

Council President Dewees handed out revised capital ordinance spreadsheet that was provided by CFO Stollenwerk.

Councilman Perri noted that some of the items on the list were needed; he understood it was a lot of money but he was for it, some of the funds were for infrastructure, the department would not spend all that was allocated for sewer but the projects needed to be funded.

Councilman O'Neill felt the same as Councilman Perri.

Councilman Travagline echoed what Councilman Perri said. He noted that he received an email and did not think there would be an increase. He was told he could not make changes and questioned why some department heads were able to make changes and not others.

Councilman Dewees advised that the only change was the addition of vehicles for the Police Department.

Councilman Travagline reiterated that he was told there would not be changes.

Council President Dewees noted the change was made after the last meeting.

Council Lischin was ok with the capital plan.

Councilman Murray was also in agreement.

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Council President Dewees would put it on the agenda for the next meeting. Mayor Chau explained that the two vehicles for the Police Department were recommended some time ago, Council was reluctant to purchase them at the time; there was a need to get a program in place to replace the police vehicles.

Councilman Dewees asked Chau what his plan was for rotation.

Chief Newman stated that he was unaware Council was making a capital plan for the next 5 years. There were a number of vehicles that would be over 100,000 in mileage in the next 5 years.

Mayor Chau read a report from Chief Newman stating the mileage of the current vehicles, the Police Department requested 2 SUV's, issues needed to be addressed. Vehicles were put under a lot of stress.

Councilman Perri noted they could be funded in the general operating budget if funds were available.

Mayor Chau added that he would like to hire another individual next year with safe and secure money, they have not hired new, only replaced. He felt another officer would decrease overtime and offer more protection for residents.

- Potential Land Sale - Update

Council President Dewees deferred to Solicitor Facenda to speak regarding the potential land sale.

Solicitor Facenda advised Council that he had received information from Mark Sykes; he had reviewed the information and would put together notices. There were 10 line items with minimum bids expected to total around \$100,000.00.

Councilman O'Neill asked if there was anything landlocked on Tilton Road.

Solicitor Facenda replied no, there was a piece on Burton and New.

Councilman Perri noted he would like to see the list and asked if there was anything near the Arthur Henry property.

Solicitor Facenda replied yes, there were 2 lots. He provided the dimensions and advised that the recommended price for both lots was \$30,000.00.

Councilman Perri suggested swapping land by the library owned by Arthur Henry for our property; we could expand parking at the library, it would be beneficial to the City and the library.

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Solicitor Facenda would forward the email with the list and locations to everyone and go over it again at the next meeting.

Councilman Perri would like to present the option to adjacent property owners before putting it up for sale.

- Request for County Assistance
  - Painting of Hash marks on Zion Road and the Bike Path
  - Signs for the Casto House and Museum on Shore Road and Rt. 9

Councilman Dewees, as a result of the last meeting, sent a request for County assistance with repainting hash marks and placing signs for the Casto House.

Mayor Chau liked idea of a bollard in the middle and pathways on the side.

Deputy Clerk Campbell advised that we have not received a reply from the County.

**WORK SESSION / TOPICS FOR DISCUSSION – NEW BUSINESS**

- Public Safety Institute – proposal to evaluate Fire Department Operations

Councilman Lischin explained that the issue came up through the Fire Department and shared service; he and Councilman Travagline attended a meeting with Don Huber of Public Safety Institute. Lischin wanted to do what was best for the town; he believed changes would save money. He felt that an outside company that did not have ties to the City to give an opinion was the best option. Two proposals were presented, one with just Northfield and one with a combined analysis with Linwood. Nothing had been finalized.

Councilman Travagline had reached out to Linwood, they did not think it was in their best interest but they would look at the proposal.

Councilman Lischin asked if Council was interested in moving forward for asset analysis with an objective view.

Mayor Chau questioned if we were wasting money since Linwood is not interested should the analysis come back recommending that combining with Linwood was the best option.

Councilman Lischin reiterated he was looking for an objective view.

Mayor Chau asked if there was any way for a modified plan that would not include Linwood.

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Councilman Lischin didn't want to move forward without Council approval.

Councilman Travagline felt Linwood was looking to save money in the short term, not looking for long term. He thought we should move ahead with the survey noting that Linwood may come around after seeing analysis. He believed result of survey would save us money in the long run.

Councilman Lischin added that the company had done this for other towns.

Councilman Travagline felt the department could run more efficiently and believed this will help. The representative from the company was very informative; he was in support of either option proposed.

Councilman Murray supported the \$17,000.00 proposal although he would like to look at the option with Linwood. If Linwood did not want to share the cost, the \$17,000.00 would be put to use. Other towns have tried and were unsuccessful.

Councilman Travagline felt Council needed a reputable 3rd party to do a study.

Mayor Chau asked when Councilman Lischin proposed to do this.

Councilman Lischin responded next year.

Councilman Perri added that this would be a non-binding report, Council had approved several over the years; Council did not have to agree with the results.

Councilman Travagline read the police report previously done by the former chief; not a 3rd party.

Councilman Perri noted that \$17,000.00 was a lot of money; we did have 2 departments, one career department and one volunteer department, there were many factors to take into consideration.

Councilman Travagline had been through several former fire chairs, nothing gets done. He understood that nothing may come of the report but with expenses, consolidation is around the corner for many departments around the county.

Councilman Perri added that the hiring of 2 part timers had been 3 years in the making and had not been done. Some of the senior residents had expressed concerns with the lifeliner program.

Councilman O'Neill questioned what issues and who brought them up.

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Councilman Perri replied that there was talk at the senior last meeting in regards to the department and the program.

Councilman Lischin stated that the salary was being negotiated and they were still working on the part timers with union. The city was waiting for a reply from the union.

Councilman O'Neill was in favor of the study but was concerned it would sit in a drawer.

Council President Dewees was also in favor of the study.

Councilman Lischin said he would discuss the proposal more with shared services and Linwood.

Councilman Perri asked if this would be a professional appointment.

Clerk Canesi replied that they would be subject to pay-to-play rules, but that they were under bid threshold.

- Bikeways at Birch Grove Park, NJDOT / Municipal Aid Grant Application

Council President Dewees deferred to Engineer Nassar to discuss the NJDOT grant application.

Engineer Nassar explained that he needed to make a grant application to the State, and asked for recommendations from Council. He handed out to Council a map of the Birch Grove Park with suggested locations of new trails. Some were walking trails and some bike trails.

Council President Dewees added that we were trying to keep bikes out of the camping area.

Engineer Nassar noted that some would be gravel trails and that the plan utilized current trails.

Mayor Chau expressed concerned with bike races.

Engineer Nassar advised that the plan was for recreational users. He would like to connect to Tilton Road; he would contact the property owner to possibly gain an easement. The plan also calls for a connection to Burton Avenue.

Mayor Chau questioned lighting and hours.

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Council President Dewees said they would be consistent with the park schedule.

Councilman Murray was concerned with pedestrians and bikes on the same trail.

Engineer Nassar replied that they would be separate where possible and trails would be marked.

Councilman Perri believed there were two properties that were deeded to the City with driveways to Tilton Road; they were wetlands but usable.

All in favor of moving on with bike trail grant.

- Identification of Streets for NJDOT / Municipal Aid Grant Application

Engineer Nassar explained he was applying to the DOT for a municipal aid grant for street paving. He handed out maps to Council. He advised that he evaluated streets that need to be paved. The North end of town had several roads that were in bad shape and need to be upgraded. He listed the streets that were of concern along with their lineage. Streets included portions of: Burton, Walnut, Evergreen, Fairbanks, Second Street, Infield, Wabash, Juniper Shepherd Drive, Ridgewood Drive, Revere and Erie. He also listed the streets that South Jersey Gas would be working on in 2018 and suggested waiting on those areas until SJ Gas completed their list. The City would get some money from South Jersey Gas to offset the cost. He felt the project would be around \$1million to complete the entire project.

Councilman Lischin agreed to pave the North end of town.

Engineer Nassar then explained areas in the center and South end of town that required attention. He advised that he would propose Route 9 to Cresson and see how much money we get approved for. There was a small section of Burton Avenue that he would like to include as an alternate bid.

Councilman Perri added that Fairbanks Avenue was bad and would hate to see the gas company tear up.

All of Council agreed to apply for funding for the North end of town.

Councilman Lischin asked Engineer Nassar, in regards to the bikeway grant, was there an amount we could ask for.

Engineer Nassar replied we would ask for as much as we could.

Solicitor Facenda spoke regarding Ordinance 15-2017. He explained the ordinance and fees associated. The money collected goes into a trust administered by the CFO.

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The funds could be used towards affordability assistance, security deposit assistance, and COAH compliance professionals.

Councilman Perri asked if employees could be paid for administering the COAH fund.

Solicitor Facenda explained what the money could be used for.

Councilman Travagline asked for an update regarding records and scanning. He would like to move forward with it.

Councilman Lischin reminded Council that the presentation was to address a storage issue in the basement since then the scanning regulations with the state have changed, and we no longer need microfilm if using cloud based storage. He was looking into cloud based storage.

Council President Dewees asked if certain vendors needed to be used.

Councilman Lischin replied yes, the vendor needs a certain security level approved by the State.

Clerk Canesi advised Council that she had reached out to our vendor, we no longer have cloud storage on site; she was checking how much space we had but, was not sure how much space we needed.

Councilman Lischin added there was an average cost per box.

Clerk Canesi asked if the vendor knew how much a cubic box would take in cloud storage.

Councilman Lischin replied it would be difficult to determine as not all records need to be maintained. Someone would need to go through all files to check for permanent records.

Mayor Chau remembered that there was talk several years ago regarding renovating the basement and asked where we were with that.

Council President Dewees replied it had not been addressed lately.

Councilman Perri spoke regarding regulating the bike path.

Council President Dewees believed it could be managed in house and was not in favor of an ordinance.

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Councilman Perri felt we had selective enforcement and it should be uniform.

**AGENDA REVIEW**

Council President Dewees reviewed the agenda and made assignments.

Mayor Chau asked to pull the winner for the recycling cart contest after the minutes.

Councilman Travagline noted several over payment of taxes on the bills list lately and reminded all that tax appeals funnel to other places.

**PUBLIC SESSION**

Council President Dewees opened the meeting to public.

Susan Korngut, 221 Roosevelt Avenue – she has been out talking to residents and has heard several suggestions and opinions, one resident she spoke with has MS and asked her in a public forum to thank the Police for calling her every day and checking on her.

Seeing no one else wishing to speak Council President Dewees closed the public session.

At 7:09pm, on motions properly made and seconded, this meeting was adjourned.

Respectfully submitted,

Shannon Campbell, Deputy Municipal Clerk